

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. M254
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Agency
TOWN OF MOUNT AIRY

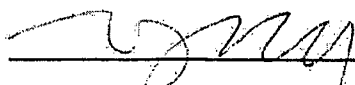
Division/Unit
ADMINISTRATION

Item No.	Description	Retention
1	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to Town administration.	Screen annually and destroy the material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2	Personnel Files	Retain for three years after termination date, then destroy.
3	Minutes of Town Council Meetings	Permanent. Transfer periodically to the State Archives.
4	Recordings of Public Meetings, including tapes, CDs and DVDs	Permanent. Transfer periodically to the State Archives.
5	Minutes of Commissions and Committees	Permanent. Transfer periodically to State Archives.
6	Council and Commission Agendas Agenda packets, including meeting agenda and all supporting and background information	Retain agendas permanently. Retain all supporting and background information for three years, then destroy unless of historical value. Retain historical information permanently and transfer periodically to State Archives.

Schedule Approved by Department, Agency, or Division Representative.

Date February 4, 2008

Signature




Typed Name Frank M. Johnson

Title Mayor, Town of Mount Airy

Schedule Authorized by State Archivist

Date 2 Jun 09

Signature



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Agency TOWN OF MOUNT AIRY		Division/Unit ADMINISTRATION
Item No.	Description	Retention
7	Annexations Annexation Petitions and supporting documents	Permanent. Transfer periodically to the State Archives.
8	Deannexations Dennection Petitions with supporting documents	Permanent. Transfer periodically to the State Archives.
9	Legislation Charter, charter amendments, ordinances and resolutions adopted by the Council with supporting and background documents, if any	Permanent. Transfer periodically to the State Archives.
10	Town Code and Amendments The Code, with amendments, containing the current local laws of the Town	Permanent. Transfer periodically to the State Archives.
11	Legal Opinions and Litigation Written opinions rendered by the Town Attorney at the request of the Mayor and litigation cases involving the Town	Ten years after the conclusion of any litigation, then destroy.
12	Town Publications Town newsletters, handbook, directories and various notices to the press and general public regarding current events.	Screen annually and destroy the material that is no longer needed for historical purposes. Retain historical information permanently and transfer periodically to State Archives.
13	Building Permits	Permanent. Transfer periodically to the State Archives.

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ADMINISTRATION

Item No.	Description	Retention
14	Subdivision Plats	Permanent. Transfer periodically to the State Archives.
15	Site Plans	Permanent. Transfer periodically to the State Archives.
16	Requests for Quotations/Invitations to Bid Bid specifications, drawings, advertisement and other associated documents	Retain for five years after contract completion or until audit requirements have been met, then destroy.
17	Contracts	Retain for five years after contract completion or until audit requirements have been met, then destroy.
18	Insurance (Property, Vehicle and Health) Documentation and correspondence relating to insurance for property, vehicle and health coverage	Screen annually and destroy material having no further legal, administrative, fiscal or operational value.
19	Insurance (Workers' Compensation) Workers' Compensation Claims, including incident reports, correspondence, medical reports, invoices and medical authorization forms.	Retain for three years after termination, then destroy.
20	Deeds/Easements/Rights-of-Way Deeds, easements and rights-of-way of property	Permanent. Transfer periodically to the State Archives.

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Item No.	Description	Retention
21	Agreements Agreements between Town and individuals/entities, including Public Works Agreements	Permanent. Transfer periodically to State Archives
22	Election Records: Voter Registration Books Election Record Book Candidate Financial Reports Ballots, including Absentee Ballots	Permanent. Transfer periodically to State Archives Permanent. Transfer periodically to State Archives Retain 5 years after election, then destroy Retain 1 year after election, then destroy
23	Ethics Forms Financial Disclosure Statements and Lobbying Disclosure Statements	Retain 10 years, then destroy